Metro Department of Codes & Building Safety

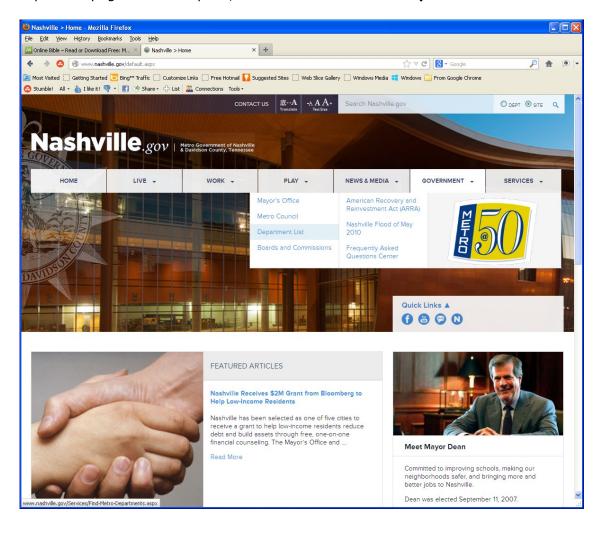
Permit Inquiry User Guide

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 Permit Type and Number / Permit Tracking # Address Contractor / Professional 	6 11 15
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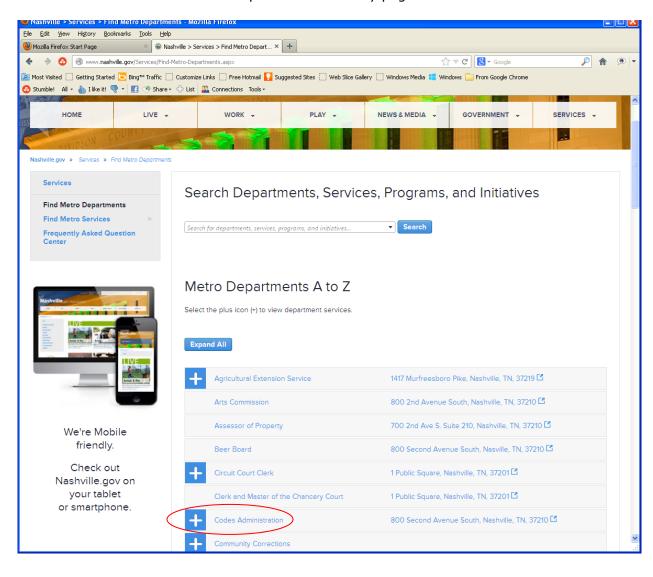
Access the System

1) Go to the www.nashville.gov website and place your curser on the GOVERNMENT drop-down box at the top of the page. When it opens, click on the link to the "Department List".

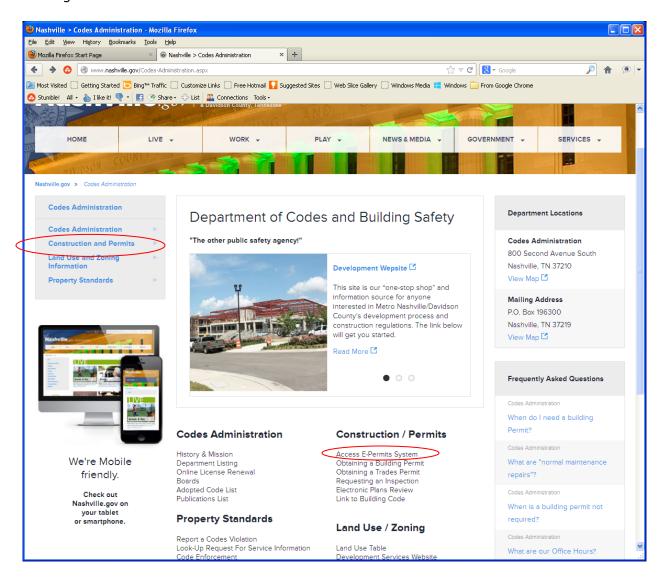


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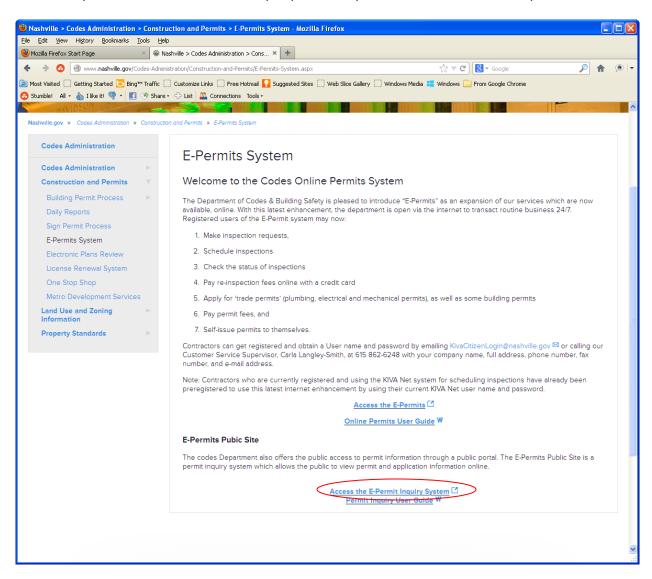
2) Click on **Codes Administration** from the Department Directory page.

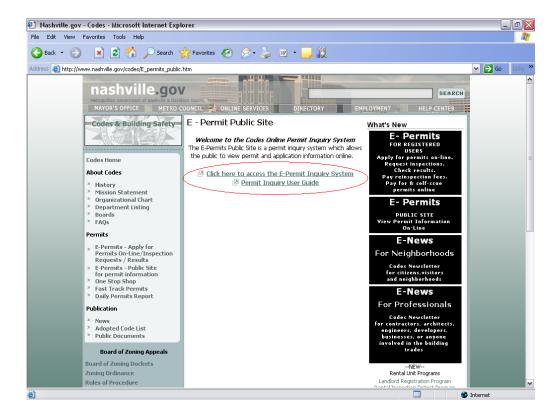


3) Click the **"E-Permits – Public Site for permit information**" link under the Construction and Permits link on the left, or the **Access E-Permits System** on the Codes Administration Home Page.

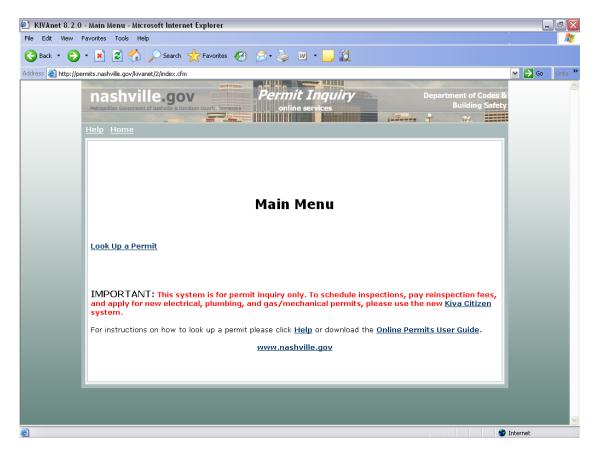


4) Once you have selected the E-Permits System link, the Welcome page below will display. Select the <u>Click here to access the E-Permit Inquiry System</u> link to open the Permit Inquiry system or click the <u>Permit Inquiry User Guide</u> to open or save a copy of this user guide. If you want to see a daily activity report, click on the link to the E-Permits Inquiry System page. This will allow you to create a custom daily report that you can review on-line or print.





5) After selecting the <u>Click here to access the E-Permit Inquiry System</u> link on the Welcome page, the Main Menu below will display. You are now able to look up Permit information. Click on <u>Look Up a Permit</u> to view permits and applications.



Search Instructions

To search for a specific permit, enter the necessary search criteria into one or more of the available fields. When the **Search** button is clicked, a list of all records with an exact match on the search criteria will be displayed.

To search on partial information you can use the wildcard (%) within the search criteria. Wildcards can be used in one field or multiple fields.

- Placing a wildcard (%) after the search criteria retrieves all the records that start with the search criteria.
- Placing a wildcard (%) in front of the search criteria retrieves all the records that end with the search criteria.
- Placing a wildcard (%) on both sides of your search criteria retrieves all the records that contain the search criteria somewhere within the field.
- If a wildcard (%) is not used, only the records with an exact match on the search criteria entered will be found.

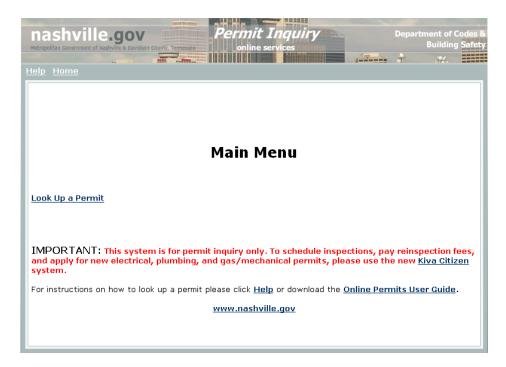
The following table shows some of the ways you can use wildcards (%):

Field	Records that are retrieved
Electric	All records for the field that equal <i>Electric</i>
Electric%	All records for the field that begin with <i>Electric</i>
%Electric	All records that have <i>Electric</i> at the end of the data for that field
%Electric%	All records that have <i>Electric</i> in any portion of the data for that field
2006%	All records that have the numbers 2006 at the beginning of the data for that field

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Permit Type and Number / Permit Tracking

1) To look up Permit and Inspection information, click on **Look Up a Permit** from the **Main Menu**.



 To look up a permit by the IVR permit tracking #, permit type, permit number, a specific date, or a date range click on <u>Permit Type and Number / Permit Tracking #</u> from the <u>Permits - Main Menu</u>.



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3) Enter search criteria in *one or more* fields and click the **Search** button at the bottom of the screen. Select **Active:** to include only permits with an open status, **Inactive:** to include only permits with a status other than open, or **All:** to include all permits regardless of status. Remember to use the wildcard (%) if exact information is unknown (see page 5).

nashville.gov Metropolitan Government of Nashville & Davidson County, Tennessee Help Home	Permit Inquiry online services Permit Look Up
Lo	ook Up by Permit
Enter the Permit Tracking # or click <u>He</u>	<u>Plp</u> for detailed search instructions.
Permit Tracking #:	
Permit Type:	cael Number: 2007% Permit Name:
Location Desc.:	
	Show Permit Description
Project:	Project Name:
Entered Date (Ex. 01-jan-2006):	Ending With:
Issued Date (Ex. 01-jan-2006):	Ending With:
Completed Date(Ex.01-jan-2006):	Ending With:
Department:	Select Department
Active:	⊙
Inactive:	0
All:	0
	Search

- For a list of permit types see page 17 or click the Help link at the top of the page. Then click the List of Permit Types link.
- All date formats are **dd-mmm-yyyy** (Example 01-jan-2006). The wildcard (%) cannot be used within dates. Enter a beginning and Ending With date to search for a specific date range.
 - Example: Enter an Issued Date of 01-sep-2006 and an Ending With date of 30-sep-2006 to list all permits issued in September of 2006.

Note: The following fields are either not used or not fully populated in the system and therefore may not be reliable search options: Permit Name, Location Desc, Project, Project Name.

4) If only one permit matches the search criteria entered the **Permit Summary** will display (Step 5). If multiple permits match the search criteria entered the **Matching Permits** list below will display and you will need to click the correct permit to display the **Permit Summary**.

nashville Metropolitan Government of Na Help Home		Permit 1	- 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Up	Department of Build	of Codes & ing Safety
		Matching P Displaying 1 - 20 of 4901 is Search Aqua	matching reco	rds		
Your query retu		an 20 records which is the ma ottom of the page to get the			s the button a	t the
<u>Permit</u>	<u>Permit</u> <u>Name</u>	Address	<u>Project</u> <u>Name</u>	<u>Issued</u>	Completed	<u>Status</u>
CAEL 200700098		1809 LAUREL RIDGE DR		02-Jan-2007	02-Jan-2007	OPEN
CAEL 200700130		1533 CONSTITUTION AVE		02-Jan-2007	02-Jan-2007	<u>OPEN</u>
CAEL 200700145		110 31ST AVE N 102		02-Jan-2007	02-Jan-2007	<u>OPEN</u>
CAEL 200700149		1304 GREENWOOD AVE		02-Jan-2007	02-Jan-2007	<u>OPEN</u>
CAEL 200700152		321 GALLATIN PIKE		02-Jan-2007	02-Jan-2007	OPEN
CAEL 200700155		646 HICKS RD		02-Jan-2007	02-Jan-2007	<u>OPEN</u>

Link Information

- The <u>Search Again</u> link above the list of matching permits will return to the **Look Up by** Permit and will include the last search criteria entered.
- The <u>Permit Look Up</u> link at the top of the page will return to the <u>Permits Main Menu</u>.
- This list can be sorted by clicking any column heading that is blue and underlined (example <u>Permit</u>). The first click will sort the list in ascending order by that particular column and will show an up arrow at the end of the column name. The second click will sort the list in descending order by that particular column and will show a down arrow at the end of the column name.
- Information in any column can be clicked to select a specific permit and display the Permit Summary.
- The << Prev and Next >> buttons at the bottom of the page will scroll through multiple pages.

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5) The **Permit Summary** contains parcel information and flags as well as permit information such as inspections, scope, fees, conditions of approval, and activities.





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Company: Name: Representative: Title:	Contact Information				
Name: Representative:					
Representative:					
Title:					
Address:					
City / State / ZIP:					
Work Phone:				E	xtension:
Home Phone:					FAX:
E-Mail:					
	Permit Owner				
There is no permit owner.					
There is no permit owner.					
Professionals / Contractors					
COOPER ELECTRIC INC 8944 HIGHWAY 70 Phone: (615)297-4656					
NASHVILLE, TN 37221					
EC - ELECTRICAL CONTRACTOR METRO					
License: EC00032 Expires: 31-	1ar-2008				
Quantity Group: ELECT APPLIANCES & OUTLETS					
Detail Code	Quantity	R	ate	Unit	Value
NUMBER OF OUTLETS		30	0.00		\$0.00
Quantity Group: ELECTRICAL LOW VOLTAGE					
Detail Code	Quantity			Unit	Value
OTHER LOW VOLTAGE		3	0.00	QTY	\$0.00
	·				

Fee Code	Description	on	Fee Amount	Amount Due
CAEOUTLET	OUTLETS		\$12.50	\$0.00
CAELOWYTO1	r Low volt	OTHER	\$4.50	\$0.00
CAE50MIN	ELECTRICA	L MINIMUM PERMIT FEE	\$33.00	\$0.00
		Tota	al: \$50.00	\$0.00
		Conditions of Approva	ıl	
Seq.	Condition	Description		atus
		There are no conditions for this app		
Doscrinti	ian Assigna	Activities	Farget End Dec	ision Compl
Descripti	on Assigne	Activities		ision Compl
Descripti	on Assigne	Activities	9	ision Compl
Descripti	ion Assigne	Activities	9	ision Compl
Descripti		Activities d Est. Completion 1 There are no activities for this appl	ication.	ision Compl
·	g	Activities d Est. Completion 1 There are no activities for this appl Parcel Flags	ication.	
·	g	Activities d Est. Completion There are no activities for this appl Parcel Flags Description	ication.	

Link Information

- The Look Up link at the top of the page will return to the Permits Main Menu.
- The <u>Summary</u> link at the top of the page will display the **Permit Summary**.
 The <u>Flags</u> link in the first block of data will list all flags associated with the parcel.
- o Clicking on a Description in the Activities block will display the activity detail.

Address

1) To look up a permit by address click on **Address** from the **Permits – Main Menu**.



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2) Enter search criteria in *one or more* fields and click the **Search** button at the bottom of the screen. Select **Active:** to include only permits with an open status, **Inactive:** to include only permits with a status other than open, or **All:** to include all permits regardless of status. Remember to use the wildcard (%) if exact information is unknown (see page 5).

nashville.gov Metropolitan Government of Nashville & Davidson County, Tempessee Help Home	ermit Inquiry online services Permit Look		ment of Codes & Building Safety
	Jp by Address	.	
Please click <u>Help</u> for detailed search instruction Number Prefix Example: 701 N Example: 701	Street 2nd 2nd	Type St Ave	PD N
Number Prefix	Street ain%	Туре	PD
APN:		Domain:	
Owner Name:	00070		
Permit Type:	2007% Show Permit Descrip	tion	
Project:	anow Permit Descrip	cion	
Entered Date (Ex. 01-jan-2006):			
Issued Date (Ex. 01-jan-2006):			
Completed Date(Ex.01-jan-2006)			
Department			
Active	-		
Inactive:	0		
			Search

- The address fields are Number (house number), Prefix (direction N, E, S, W), Street (name),
 Type (AVE, ST, RD, etc), PD (post direction N, E, S, W). See the examples on the screen.
 - o Enter MAIN to look up all parcels with street name equal MAIN.
 - o Enter BONNA% to look up all parcels with a street name beginning with BONNA.
- To search by APN (Map Parcel number) use a wildcard when the entire parcel number is not entered, such as 123000%. Do not enter dashes and / or special characters.
- Street or APN must be entered for a valid search. All other search criteria can be entered with either the Street or APN fields.
- The owner names are stored with the last name first, followed by a comma and space, then the first name such as DOE, JOHN.

- o Enter HALL, B% in the Owner Name to look up all owners with last name HALL and first name beginning with B.
- o Enter %FELIX% to look up all owners containing the name FELIX.
- For a list of permit types see page 17 or click the Help link at the top of the page. Then click the List of Permit Types link.
- All date formats are **dd-mmm-yyyy** (Example 01-jan-2006). The wildcard (%) cannot be used within dates.

Note: The following fields are either not used or not fully populated in the system and therefore may not be reliable search options: Domain, Project, and Department.

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3) If only one permit matches the search criteria entered the **Permit Summary** will display (page 9). If multiple permits match the search criteria entered the **Matching Permits** list below will display and you will need to click the correct permit to display the **Permit Summary**.

nashville.gov Permit Inquiry Department of Codes Building Safe Online services					
Help Home					
	Matching Permits Displaying 1 - 20 of 46 matching records				
	•	Search A	qain		
, ,	bottom of		he next set of rec		ress the button at the
<u>Permit</u>	Address	Issued	Completed	<u>Status</u>	<u>APN</u>
CAPL 200700506	420 N MAIN ST	04-Jan-2007	04-Jan-2007	OPEN	01816007800
CAEL 200700525	420 N MAIN ST	04-Jan-2007	04-Jan-2007	OPEN	01816007800
CAAB 2007000011	501 MAIN ST	22-Jan-2007		<u>OPEN</u>	08215014100
CACR 200707427	800 MAIN ST	14-Mar-2007	14-Mar-2007	OPEN	08216001800
CAUO 200708501	918 MAIN ST	01-Jun-2007	<u>01-Jun-2007</u>	<u>OPEN</u>	08212031300
CARN 200708943	4113 MAIN ST	01-Mar-2007	<u>01-Mar-2007</u>	OPEN	06312006500
CAUO 200713877	711 MAIN ST	28-Mar-2007	28-Mar-2007	OPEN	08216001400
CAGM 200714107	214 N MAIN ST	29-Mar-2007	29-Mar-2007	OPEN	01816016500
PWSC 200700138	501 MAIN ST	04-May-2007		<u>OPEN</u>	082150A00700CO
PWSC 200700138	501 MAIN ST	04-May-2007		<u>OPEN</u>	082150A00700COH1
CACR 200722392	705 MAIN ST	11-May-2007	11-May-2007	<u>OPEN</u>	08216001100
CACR 200722397	701 MAIN ST	11-May-2007	11-May-2007	<u>OPEN</u>	08216001000
CARF 200722524	4111 MAIN ST	16-May-2007	16-May-2007	OPEN	06312006400

Link Information

- The <u>Search Again</u> link above the list of matching permits will return to the **Look Up by** Address and will include the last search criteria entered.
- The <u>Permit Look Up</u> link at the top of the page will return to the <u>Permits Main Menu</u>.
- This list can be sorted by clicking any column heading that is blue and underlined (example **Permit**). The first click will sort the list in ascending order by that particular column and will show an up arrow at the end of the column name. The second click will sort the list in descending order by that particular column and will show a down arrow at the end of the column name.
- Information in any column can be clicked to select a specific permit and display the Permit Summary.
- The << Prev and Next >> buttons at the bottom of the page will scroll through multiple pages.

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Contractor / Professional Lookup

1) To look up a permit by contractor or professional name click **Contractor / Professional** from the **Permits - Main Menu.**



2) Enter the contractor or professional name and click the **Search** button at the bottom. Remember to use the wildcard (%) with a partial name if the exact name is unknown (see page 5). Select **Active:** to include only permits with an open status, **Inactive:** to include only permits with a status other than open, or **All:** to include all permits regardless of status.



3) If only one permit matches the search criteria entered the **Permit Summary** will display (page 9). If multiple permits match the search criteria entered the **Matching Permits** list

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below will display and you will need to click the correct permit to display the **Permit Summary**.



Link Information

- The <u>Search Again</u> link above the list of matching permits will return to the <u>Look Up by</u>
 Contractor / <u>Professional</u> and will include the last search criteria entered.
- The <u>Permit Look Up</u> link at the top of the page will return to the <u>Permits Main Menu</u>.
- This list can be sorted by clicking any column heading that is blue and underlined (example <u>Permit</u>). The first click will sort the list in ascending order by that particular column and will show an up arrow at the end of the column name. The second click will sort the list in descending order by that particular column and will show a down arrow at the end of the column name.
- Information in any column can be clicked to select a specific permit and display the Permit Summary.
- The << Prev and Next >> buttons at the bottom of the page will scroll through multiple pages.

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Permit Types

Permit Types	Description of Permit	
CAAB	BUILDING AND FIRE BOARD APPEAL	
CAAE	ELECTRICAL BOARD APPEAL	
CAAL	ELECTRICAL ALARM PERMIT	
CAAM	MECHANICAL BOARD APPEAL	
CAAP	PLUMBING BOARD APPEAL	
CAAV	PROPERTY ST / VIOLATIONS APPEAL	
CAAZ	ZONING BOARD APPEAL	
CABL	BUILDING BLASTING PERMIT	
CACA	BUILDING COMMERCIAL - ADDITION	
CACE	BUILDING COMMERCIAL - AMEND PERMIT	
CACF	BUILDING COMMERCIAL - FOUNDATION	
CACG	BUILDING COMMERCIAL - STRUCTURAL FRAME	
CACH	BUILDING COMMERCIAL - SHELL	
CACJ	BUILDING COMMERCIAL - FIRE DAMAGE	
CACK	BUILDING COMMERCIAL - ROOFING / SIDING	
CACL	BUILDING COMMERCIAL - STORM DAMAGE	
CACN	BUILDING COMMERCIAL - NEW	
CACP	BUILDING COMMERCIAL - CHANGE CONTRACTOR	
CACR	BUILDING COMMERCIAL - REHAB	
CACT	BUILDING COMMERCIAL - TENANT FINISH OUT	
CACV	BUILDING COMMERCIAL - CODE REPAIR	
CACW	BUILDING COMMERCIAL - RENEW PERMIT	
CACY	CONVERTED Y TYPE BUILDING COMMERCIAL	
CADM	BUILDING DEMOLITION PERMIT	
CAEL	ELECTRICAL PERMIT	
CAES	ELECTICAL SIGN PERMIT	
CAGH	GAS / MECH UP TO 1500 BTUS - HC	
CAGL	GAS / MECH UP TO 750 BTUS - AC,PC,JC	
CAGM	GAS / MECHANICAL PERMIT - VC, MC	
CAHV	ELECTRICAL HVAC PERMIT	
CALV	ELECTRICAL LOW VOLTAGE PERMIT	
CAMV	BUILDING MOVING PERMIT	
CAPL	PLUMBING PERMIT	
CARA	BUILDING RESIDENTIAL - ADDITION	
CARE	BUILDING RESIDENTIAL - AMEND PERMIT	
CARF	BUILDING RESIDENTIAL - FOUNDATION	
CARG	BUILDING RESIDENTIAL - STRUCTURAL FRAME	
CARH	BUILDING RESIDENTIAL - SHELL	
CARJ	BUILDING RESIDENTIAL - FIRE DAMAGE	
CARK	BUILDING RESIDENTIAL - ROOFING / SIDING	
CARL	BUILDING RESIDENTIAL - STORM DAMAGE	
CARN	BUILDING RESIDENTIAL - NEW	
CARP	BUILDING RESIDENTIAL - CHANGE CONTRACTOR	
CARR	BUILDING RESIDENTIAL - REHAB	

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CART	BUILDING RESIDENTIAL - TENANT FINISH OUT	
CARV	BUILDING RESIDENTIAL - CODE REPAIR	
CARW	BUILDING RESIDENTIAL - RENEW PERMIT	
CARY	CONVERTED Y TYPE BUILDING RESIDENTIAL	
CASN	BUILDING SIGN PERMIT	
CASP	PLUMBING - SEPTIC PERMIT	
CATR	BUILDING TREE REMOVAL PERMIT	
CAUO	BUILDING USE & OCCUPANCY	
CAXX	CONVERTED BLANK PERMIT TYPE	
CAZZ	CONVERTED COMZO CHANGE PERMIT	
KD50	BUILDING VALUATION ESTIMATION	
LAC	LICENSE METRO GAS/APPL CONTRACTOR	
LAG	LICENSE GAS & APPLIANCE INSTALLER	
LAP	LICENSE APPRENTICE PLUMBER	
LCE	LICENSE MASTER ELECTRICIAN	
LDC	LICENSE STATE ELECTRICAL CONTRACTOR	
LEC	LICENSE METRO ELECTRICAL CONTRACTOR	
LEQ	LICENSE ELECTRICAL EQUIPMENT INSTALLER	
LFC	LICENSE STATE ALARM CONTRACTOR	
LHC	LICENSE METRO HVAC&R CONTRACTOR	
LHV	LICENSE HVAC&R INSTALLER	
LJC	LICENSE STATE PLUMBING CONTRACTOR	
LJP	LICENSE JOURNEYMAN PLUMBER	
LLC	LICENSE METRO LOW VOLTAGE CONTRACTOR	
LLV	LICENSE LOW VOLTAGE INSTALLER	
LMC	LICENSE METRO MECHANICAL CONTRACTOR	
LMM	LICENSE MASTER MECHANIC	
LMP	LICENSE MASTER PLUMBER	
LPC	LICENSE METRO PLUMBING CONTRACTOR	
LQC	LICENSE METRO EQUIPMENT INSTALLER CONTR.	
LSC	LICENSE METRO SEPTIC CONTRACTOR	
LSP	LICENSE SEPTIC TANK	
LTC	LICENSE TREE CONTRACTOR	
LTD	LICENSED ARBORIST	
LVC	LICENSE STATE MECHANICAL CONTRACTOR	
PWCF	PW SIDEWALK CAFE ANNUAL PERMIT	
PWDW	PW DRIVEWAY PERMIT	
PWEL	PW EXCAVATION / LANE CLOSURE PERMIT	
PWES	PW EXCAVATION / SIDEWALK CLOSURE	
PWEX	PW EXCAVATION PERMIT	
PWLC	PW LANE CLOSURE	
PWLS	PW LANE / SIDEWALK CLOSURE	
PWPP	PW LANE / SIDEWALK CLOSURE PW PARKING PERMIT	
PWSC	PW STREET CLOSURE	
PWSW	PW SIDEWALK PERMIT	
PWTD	PW TRAILER / DUMPSTER PERMIT	
WSCN	WS CONSTRUCTION PERMIT	
WSCX	WS CROSS CONNECT	
WSSM	WS SET METER PERMIT	
14 00141	WO OLI METEKTEKWIT	

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WSST	WS SEWER SERVICE FEES	
WSSV	WS SERVICE PERMIT	
WSWL	WS SEWER TAP WILSON COUNTY	
WSWM	WS SEWER TAP WILLIAMSON COUNTY	
WSWR	WS WATER TAP - MULTIPLE RTC	
WSWT	WS WATER TAP	

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Electrical Inspection Types

PERMIT TYPE	PERMIT TYPE DESCRIPTION	INSPECTION TYPE	INSPECTION TYPE DESCRIPTION
1112		1112	I TO THE PERSON THE PE
CAES	ELECTRIC SIGN PERMIT	CAESNROUGH	ELECTRICAL SIGN ROUGH IN
		CAESNFINAL	ELECTRICAL SIGN FINAL
CAEL	ELECTRIC PERMIT	CAELOWVOLT	ELECTRICAL LOW VOLTAGE
		CAELSERV	ELECTRICAL SERVICE RELEASE
		CAELTSERV	ELECTRICAL TEMPORARY SERVICE
		CAEPARTIAL	ELECTRICAL PARTIAL ROUGH IN
		CAEPROGRES	ELECTRICAL PROGRESS
		CAEROUGH	ELECTRICAL REGULAR ROUGH IN
		CAESLROUGH	ELECTRICAL SLAB ROUGH IN
		CAESNFINAL	ELECTRICAL SIGN FINAL
		CAESNROUGH	ELECTRICAL SIGN ROUGH IN
		CAEFINAL	ELECTRICAL FINAL
CAAL	ELECTRIC ALARM PERMIT	CAELOWVOLT	ELECTRICAL LOW VOLTAGE
		CAEFINAL	ELECTRICAL FINAL
		CAEROUGH	ELECTRICAL REGULAR ROUGH IN
CAHV	ELECTRIC HVAC PERMIT	CAEROUGH	ELECTRICAL REGULAR ROUGH IN
		CAEPROGRES	ELECTRICAL PROGRESS
		CAEFINAL	ELECTRICAL FINAL
6.111	ELECTRIC LOW VOLTAGE	GAEL ON MACE	EVECEDICAL LOW MOVE OF
CALV	PERMIT	CAELOWVOLT	ELECTRICAL LOW VOLTAGE
		CAEROUGH	ELECTRICAL REGULAR ROUGH IN
		CAEFINAL	ELECTRICAL FINAL

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Gas / Mechanical Inspection Types

PERMIT		INSPECTION	
TYPE	PERMIT TYPE DESCRIPTION	TYPE	INSPECTION TYPE DESCRIPTION
CAGH	GAS / MECH UP TO 1500 BTUs - HC	CAGMROUGH	GAS MECHANICAL ROUGH IN
		CAGMPROG	GAS MECHANICAL PROGRESS
		CAGMFINAL	GAS MECHANICAL FINAL
CAGL	GAS / MECH UP TO 750 BTUs - AC,PC,JC	CAGMROUGH	GAS MECHANICAL ROUGH IN
		CAGMPROG	GAS MECHANICAL PROGRESS
		CAGMFINAL	GAS MECHANICAL FINAL
CAGM	GAS / MECHANICAL PERMIT - VC,MC	CAGMROUGH	GAS MECHANICAL ROUGH IN
		CAGMPROG	GAS MECHANICAL PROGRESS
		CAGMFINAL	GAS MECHANICAL FINAL

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Plumbing Inspection Types

PERMIT TYPE	PERMIT TYPE DESCRIPTION	INSPECTION TYPE	INSPECTION TYPE DESCRIPTION
CAPL	PLUMBING PERMIT	CAPLROUGH	PLUMBING ROUGH IN
		CAPLPROG	PLUMBING PROGRESS
		CAPLSEWER	PLUMBING SEWER CONNECTION
		CAPLSLAB	PLUMBING SLAB ROUGH IN
		CAPLTOPOUT	PLUMBING TOP OUT ROUGH IN
		CAPLWATER	PLUMBING WATER CONNECTION
		CAPLFINAL	PLUMBING FINAL

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